

Early Education Funding Parent/Carer Declaration Form



This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or decrease your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document; please speak to your provider for more information.

1. Child's details – parents/carers to complete

Child's legal surname		Child's legal first and middle names	
Name by which child is known (if different from above)		Male/Female	
Date of birth (proof of DOB required)		Parent/carers contact details	Tel: Email:
Home address including postcode (as per your council tax bill)			
Ethnic background (please tick appropriate box)			
White British	☐	Asian British	☐
White Irish	☐	Asian Welsh	☐
White Irish Traveller	☐	Any Other Mixed Background	☐
Any Other White Background	☐	Indian	☐
Gypsy / Roma	☐	Pakistani	☐
White and Black Caribbean	☐	Bangladeshi	☐
White and Black African	☐	Any Other Asian Background	☐
White and Asian	☐	Black British	☐
		Black Welsh	☐
		Black Caribbean	☐
		Black African	☐
		Any Other Black Background	☐
		Chinese	☐
		Any Other Ethnic Group	☐
		Refused	☐
		Information Not Yet Obtained	☐

Provider to complete

Please indicate which document you have seen for proof of child's date of birth – if 'Other' please state what document you have seen	Birth Certificate	☐	
	Passport	☐	
	Other	☐	

2. Your details – parents/carers to complete

Parent/Carer 1		Parent/Carer 2	
Surname		Surname	
First name		First name	
Date of birth		Date of birth	
National Insurance number or Asylum Support Reference Number (previously NASS)		National Insurance number or Asylum Support Reference Number (previously NASS)	

3. Your child's eligibility – parents/carers to complete

To be completed with assistance from your chosen childcare provider. Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both working families and early learning for 2-year-olds (families in receipt of certain benefits) entitlements, your provider must use the early learning for 2-year-old entitlement first.

Working family entitlement for children from 9 months to 4 years old (up to 30hrs)	☐	HMRC eligibility code*	
Early learning for 2-year-olds from families in receipt of certain benefits (up to 15hrs)	☐	FEE code or other LA code	
2-year-old children from families with no recourse to public funds (up to 15hrs)	☐	Please contact earlyeducationfunding@dorsetcouncil.gov.uk for a form	
2-year-old children who: are looked after by the local authority; have left care under an adoption order, special guardianship order or a child arrangement order; are in receipt of Disability Living Allowance; have an education, health & care plan (EHCP) (up to 15hrs)	☐	Please give a copy of the adoption certificate, special guardianship order, child arrangement order, Disability Living Allowance letter, EHCP or email from the Early Education Funding Team to show proof of eligibility to your childcare provider	
Universal entitlement for 3-and-4-year-olds (up to 15hrs)	☐		

*** HMRC Eligibility Codes must be obtained/reconfirmed by 31st August for the Autumn term, 31st December for the Spring term and 31st March for the Summer term**

Early Years Pupil Premium (EYPP)

This is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. If you answer yes to either of the questions below your childcare provider may be able to claim EYPP:

Are you in receipt of Universal Credit with a household income below the threshold after tax, Income Support, Income based Jobseeker's Allowance, support under part six of the Immigration and Asylum Act 1999 or the guaranteed element of State Pension Credit?

Yes	☐	No	☐
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Is your child currently looked after by a local authority, been adopted from care, left care through special guardianship or is subject to a child arrangement order?

Yes	☐	No	☐
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Provider to complete

EYPP code obtained	Yes	☐	EYPP code	
	No	☐	Evidence seen	

Disability Access Fund (DAF)

This is used to help providers make reasonable adjustments in their settings to help support a child. It is an annual payment at an amount set by the government for children in receipt of Disability Living Allowance (DLA). DAF can only be paid to one provider, once per year; if your child attends more than one setting, you must choose which setting should claim the DAF. Evidence of DLA must be shown to the provider.

Is your child in receipt of DLA?

Yes	☐	No	☐
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4. Setting and attendance details – parents/carers to complete

You need to agree and complete a declaration form with each setting your child attends for their funded entitlement(s). Your provider should help you to complete this section.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 50)
Total funded entitlement hours attended per day							N/A	
Total extra (chargeable) hours per day								
Total daily hours attended								N/A

If your child is claiming early education funding at more than one setting, please also fill in the table below.

	Please enter the number of early education funding hours attended each day					Total no. of hours per week
	Mon	Tues	Wed	Thurs	Fri	
Name of setting 1:						
Name of setting 2:						
Name of setting 3:						

Please note the maximum number of funded hours your child can receive is:

- Early learning for 2-year-olds: 15 hours per week for 38 weeks of the year (570 hours per year)
- All 3- and 4-year-olds: 15 hours per week for 38 weeks of the year (570 hours per year)
- Children aged from 9 months to 4 years old from eligible working families: 30 hours per week for 38 weeks per year (1140 hours per year)

Your setting may offer stretched funding* where your child has less hours per week taken over more weeks of the year. Please speak to your childcare provider for more information on funding options available with them:

- **Term time Only** is a maximum of 15 or 30 hours over 38 weeks per academic year (weeks are broadly in line with the school terms).
- ***Single Term Stretch** is the term time hours spread more thinly over more weeks in the funding period e.g., including half term weeks or summer holidays.
- ***Annual Stretch** is the annual hours spread evenly over the academic year (1st September – 31st August), 4 months' worth in the autumn term, 3 months' worth in the spring term and 5 months' worth in the summer term. **This option can only be started in the autumn term.**

Unless doing annual stretch, hours cannot be banked and moved to another term.

5. What you, the parent/carer are agreeing to when you sign this form

You can claim:

- up to 10 hours in one day in 15-minute blocks
- up to 15 hours a week (2-year-olds of families in receipt of certain benefits and all 3- & 4-year-olds) or up to 30 hours a week (children aged 9 months to 4 years old of working families with an HMRC eligibility code)
- with a maximum of 2 providers in one day
- for childcare between the hours of 6am and 8pm

Childcare providers can:

- set the times and days of the week when the government funded hours can be accessed; these should be clearly explained to you upon registration
- charge you for additional services that you choose to access, as government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks and extra activities provided they are not mandatory charges, and they can charge for additional hours as long as it is not a condition of accessing the funded hours (see section 6)
- withdraw the offer if your child does not attend the arranged hours on a regular basis
- keep four weeks in lieu of notice where a parental agreement is amended or broken during a term, e.g. the child leaves without notice for reasons outside of those shown below:
 - you move out of the childcare provider's area
 - your child's sibling has moved or started school
 - you, as the child's parent or carer have changed, gained or lost your employment
 - your child has a long-term illness or condition, and a professional advises that a different childcare provider would be more suitable
 - there are safety or quality concerns, and someone has made a formal complaint to Ofsted which they have accepted

As a parent or carer, you must:

- discuss additional services with your provider and agree any services you wish to opt out of. If opting out of purchasing any additional services, you will need to agree a suitable alternative with your provider
- let your childcare provider know if your child is not going to attend nursery on any day and give a reason for this. Your childcare provider will record this information in their register
- let your childcare provider know if your child will be absent for a holiday (maximum of 2 weeks per term). If your child is absent for longer than 2 weeks in one term your childcare provider can ask for you to pay back the funding
- contact your childcare provider if your child is going to be absent because of a long-term illness
- use the funded hours agreed on a regular weekly basis as funding may be withdrawn with regular non-attendance

6. Additional Charges – provider to complete

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

7. Terms and conditions (parent or carer)

I, the parent/carers confirm that the information I have provided on this form is true and accurate, and I agree to the points in sections 5 and 6.

8. Terms and conditions (childcare provider)

I, the childcare provider will:

- provide the allocated hours free of charge with no additional costs, other than optional additional services which I have explained and agreed with you (see section 6)
- break down invoices to show free entitlement hours; additional private paid hours; food charges; non-food consumables charges; activities charges
- continue to meet the criteria set out in the Local Provider Agreement for funded early education places
- agree that funding to cover a notice period can only be retained if I have a signed parental agreement
- give you a copy of our privacy notice

9. Declaration

This agreement is between the parent/carers and the provider as detailed below. By signing and dating this agreement (*including by typing their name), ticking they agree to the terms and conditions and submitting the form electronically, both parties confirm that they have read, understood and agree to the terms and conditions above. *By typing your name below, you confirm that this constitutes your electronic signature and is equivalent to your handwritten signature.

Parent / carer with legal responsibility		Childcare provider	
Signed:		Signed:	
Print name:		Print name:	
Date:		Date:	
I agree to the terms and conditions above	☐	I agree to the terms and conditions above	☐

Dorset Council is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Dorset Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

